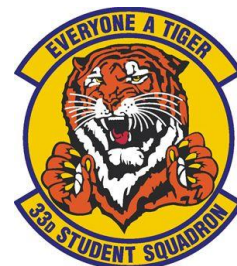




# Welcome To SOS!



*Develop America's Airmen Today ... for Tomorrow*



## Reporting Guide



See our website for more details:  
<http://www.au.af.mil/au/soc/soc.asp>

***“Educate, motivate, and mentor captains as current and future air force leaders”  
-Since 1950***



# Before You Leave



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- **Bring (Hard Copy)**
  - 2x copies of your orders
  - Fitness report- Fitness Management System (AFFMS)
- **YOU CANNOT attend SOS if you...**
  - Have a PT Test that expires while at SOS
  - Are exempt from any portion of the PT test
  - Are on a medical profile
- **See our waiver policy on website**
  - Requires **YOUR Wing Commander** approval
  - **DON'T** show w/out coordinating your waiver **FIRST**
    - Per AU Instruction 36-2315: ineligible students will be sent home **at parent unit's expense**



- **Bring ALL your uniform items**



Flt Suit  
(if authorized)

- **Civilians:** Business attire (Professional & Casual)
  - See dress & appearance section for more details







# Recommended Items



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- **Old ABUs & Boots (for Project X)**
  - MUST be in *reasonably* good service
  - Don't bring discontinued uniform items (DCUs) or dirty, torn, attire (leave paintball gear at home)
  - Black or desert boots OK
- **GOOD pair of running shoes**
  - Expect a 5k every week plus sporting events & personal PT time
- **Weather appropriate attire & sunscreen**
- **Laptop/Tablet & CAC Reader**
  - **HIGHLY ENCOURAGED**
  - You will have writing & briefing assignments
    - Should have WiFi
    - See Maxwell Lodging website for details
  - AU Portal is **ONLY** accessible thru **.mil**



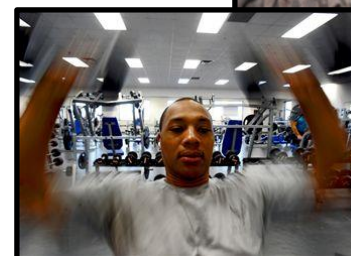


# Lodging & Travel Info



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- SOS does **NOT** handle fund cites, per diem, orders, or lodging
  - **DO NOT CALL OR E-MAIL SOS** for help on these issues
- **Fund cite & travel orders (DTS)**
  - POC for these issues is your unit training manager & MAJCOM/A1
  - **All** students paid partial per diem
  - DFAC available for Breakfast & Dinner (\$\$ cash only \$\$)
    - You **Will** have a lunch break every day
- **Booking a room**
  - Single lodging room is **automatically** reserved for students
    - Shared floors & neighbors w/ flight (usually)
    - Rooms assigned during in-processing day prior to class
  - Local students are **NOT** authorized base lodging
- **Base facilities & amenities**
  - See 42nd Force Support Squadron website [www.42fss.us](http://www.42fss.us)
- I am bringing my family, pets, etc.....
  - **See next slide**



**If you have lodging questions...  
Call Maxwell Lodging**

**334-953-3931 (comm)  
493-3931 (DSN)**



# Lodging - Special Accommodations



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- **Accompanied students always welcome but....**
  - Lodging, child care, & costs incurred **are student's responsibility**
  - **Email** SOS Student services @ [soc.dps@us.af.mil](mailto:soc.dps@us.af.mil)
    - **Ask to be placed in the accompanied Squadron**
      - SOS will **NOT** move you after Day 1
    - We **MUST** receive request **NLT 14 days prior** to class start



- **Just bringing your spouse?**
  - You may get a private suite with bath (if available)
  - Children & pets **NOT** allowed in SOS dorms



**ALWAYS e-mail Student Services if you are bringing your family!**

- **PCSing enroute?**
  - TLF available (need orders)- call lodging
  - Once TLF is full....Only option is off base

**SOC.DPS@us.af.mil**

- **Bringing kids and/or pets?** **Only option is off-base**
  - SOS **CAN'T** recommend off-base lodging or issue non-availability #s
  - You will be paid the current lodging rate & pay difference out of pocket
  - **Need childcare?** Contact Maxwell CDC (**Students are Space-A Only**)

- **Spouse/family arriving after course starts?**
  - E-mail student services **NOW** to be in the accompanied SQ

## **IMPORTANT NOTICE\*\***

SOS is **NOT** an accompanied TDY. Being in the accompanied SQ is a courtesy SOS extends to students. Being in the accompanied SQ does **NOT** guarantee child care or lodging will be available. It is **YOUR** responsibility to coordinate special accommodations.



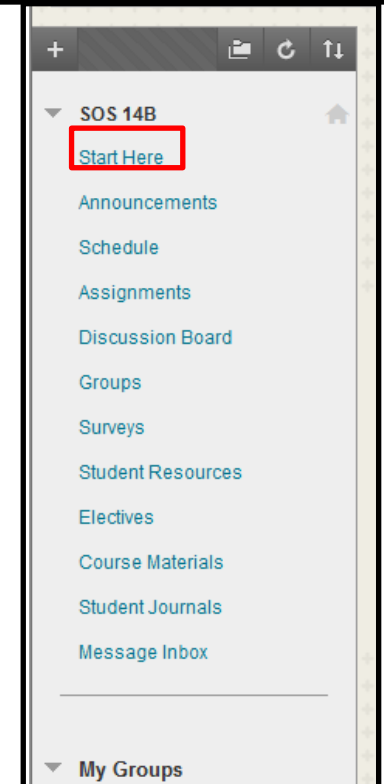
# Setting up your Accounts- STEP 1



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- **Setting up your Blackboard (Bb) account**
  - <https://soc.blackboard.com/webapps/login/>
  - Username & Password (lowercase): **firstname.lastname.au**
  - **Follow the instructions under the "Start Here" tab**
    - **REQUIRED** to access rest of Bb items
  - **Student accounts finalized Thursday the week prior to class**
    - DON'T try to log-in early- Roster updates occur frequently!
    - If still unable to log-in... see your Flight Commander on Day 1
      - **DO NOT** call SOS for blackboard assistance
- **To change your Blackboard Information**
  - Select drop down arrow next to your name at the top of window
  - Select "Settings" then "Personal Information"..... Edit
- **iGecko Student Management System (info on Bb)**
  - iGecko captures student & flight standings throughout SOS
  - Verify your e-mail address, unit, installation
  - Complete home mailing address to include zip code

The screenshot shows the Blackboard login page. At the top is the Blackboard logo. Below it, the text 'Available languages:' is followed by two links: 'English (United States)' and 'Pro-Ed English (United States)'. A section titled 'Have an account?' contains the instruction 'Please enter your credentials and click the Login button below.' Below this are two input fields: 'Username:' and 'Password:'. A blue 'Login' button is positioned below the password field, and a link 'Forgot Your Password?' is at the bottom of the section.







# STEP 2- Linking Google Calendar

- Requires a personal Gmail account



Develop America's Airmen Today ... for Tomorrow

29th

Today < > Wednesday, October 30

Print Week Month Agenda

5:00pm \*\*OPTIONAL\*\* NUTSHELL NIGHT (CENTURIONS/ACCOMPANIED SPOUSES)

**Wednesday, October 30**

POLIFKA DOOR DUTY: BLACKHAWKS

1st FRIDAY MONEY DUE BY 1000

C-5140-A: MY AF STORY ASSIGNED

UOD: ABU/FLTSUIT

8:10am L-5125-B: FRLM AND PERSONAL LEADERSHIP

9:10am C-5260: ACTIVE LISTENING

10:10am C-5200: BUILDING THE PERFECT ARGUMENT

11:35am LUNCH

1:10pm C-5120: WRITING FOR SUCCESS (Dr. Klucking) (Introduction by Maj Clayton)

2:15pm C-5120-A: SPEAKING FOR SUCCESS

4:10pm \*\*MANDATORY FOR CIVILIANS\*\* CIVILIAN ICEBREAKER (Mr. Wales)

4:10pm \*\*MANDATORY FOR GUARD/RESERVE\*\* GUARD/RESERVE ICEBREAKER (Lt Col Novogradac)

4:45pm THINK TANK NOTIFICATION

**Thursday, October 31**

POLIFKA DOOR DUTY: BLACKHAWKS

BRING LDS RESULTS FOR L-5125-C

I-5400: CRITICAL ANALYSIS ASSIGNED

UOD: ABU/FLTSUIT

7:00am \*\*\*REPORT IN FLA\*\*\* A-116: FIST MAKEUP (ON SCENE - Lt Col Rossow)

Events shown in time zone: Central Time

Click drop-down arrow & check "Squadron Officer School." You will get your SQ assignment when you arrive

Lesson ID Number (L= Leadership, C-Communication, etc)

Lesson Subject/Description

Click here to share checked calendars with your Gmail account!

+ Google Calendar

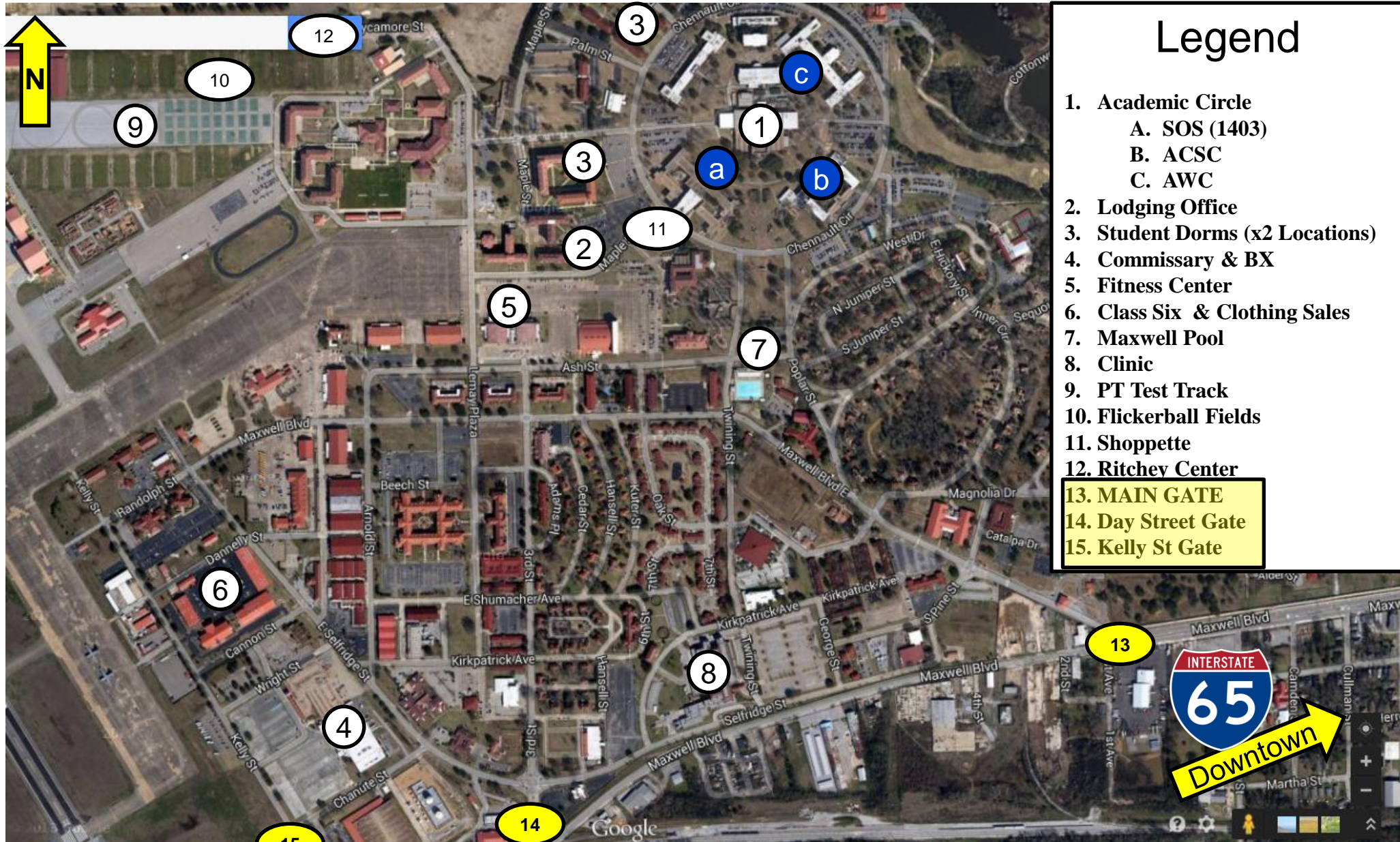




# Base Map



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## Legend

1. Academic Circle
  - A. SOS (1403)
  - B. ACSC
  - C. AWC
2. Lodging Office
3. Student Dorms (x2 Locations)
4. Commissary & BX
5. Fitness Center
6. Class Six & Clothing Sales
7. Maxwell Pool
8. Clinic
9. PT Test Track
10. Flickerball Fields
11. Shoppette
12. Ritchey Center
13. MAIN GATE
14. Day Street Gate
15. Kelly St Gate





# When You Arrive



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- **In-processing (Day prior to class)**
  - Time: 1200-1900
  - Where: Bldg 1403 (SOS)- Student Lounge
    - **After hours arrivals report to Lodging office**
  - Attire: Appropriate civilian clothes
  - What you'll receive:
    - Flight & Squadron assignments
    - Lodging room & key
    - Report time for 1<sup>st</sup> day of class
- **1<sup>st</sup> Day of class:**
  - Where: Bldg 1403- Your flight room
  - Attire:
    - Military- Service Dress
    - Civilians- Suit & Tie (or female equivalent)
  - What to bring: Copy of orders & fitness print out
  - What to Expect: Admin & Commandants welcome
- **2<sup>nd</sup> Day of class:**
  - Fitness Test- AF PT standards apply



Dragons Flights: D40-D4X



Centurions Flights: C30-C3X



Knights Flights: A10-A1X



Tigers Flights: F60-F6X



Bulls Flights: B20-B2X



Blackhawks Flights: H70-H7X



# Dress & Appearance- Civilians

- Applies **ONLY** during officially scheduled activities



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- **Professional and Casual business attire required**
  - Suit & Tie, button down shirts, polos, etc (or female equivalent)
  - **NO** jeans or T-shirts
  - Bring conservative athletic gear
    - **Solid color DARK/NAVY BLUE or BLACK** athletic shorts/pants
      - Small logos OK
    - Athletic tights OK but cannot be worn without shorts/pants
    - No sleeveless shirts or tanktops
- **Civilian attire equivalent to AF uniform...**



**Fitness Uniform (AFPTU)**



**Service Dress**



**AF Blues**



**Airmen Battle Dress Uniform (ABU)**





# Dress & Appearance- Military



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- Ultimate authority here at Maxwell...
  - AFI 36-2903: Dress & Appearance of AF Personnel
- Home station rules don't apply while TDY
  - We understand there are unique operational requirements & waivers for uniform items
  - AFI 36-2903 is ultimate authority on Maxwell
  - Questions? see your Instructor on Day 1
- Help us help you stay focused on SOS
  - Refresh yourself on the AFI
- Bring ALL your Uniform Items

## **NOTICE!**

If not specifically stated in the AFI, it IS NOT Authorized.

BY ORDER OF THE  
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2903  
18 JULY 2011

Personnel  
DRESS AND PERSONAL APPEARANCE OF  
AIR FORCE PERSONNEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes: AFI 36-2903, 2 August 2006

Certified by: AF/A1S  
(Brigadier General Eden J. Murrie)  
Pages: 179

This instruction implements Title 10 U.S.C. Chapter 45, *The Uniform*, Department of Defense Instruction (DoDI) 1334.1, *Wearing of the Uniform*, and Air Force Policy Directive (AFPD) 36-29, *Military Standards*. It provides responsibilities and standards for dress and personal appearance of all Air Force personnel and, consistent with DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, the guidance for requesting religious apparel accommodation. It applies to all active duty Air Force members, members of the Air Force Reserve Command and members of the Air National Guard, retired and separated members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363 *Management of Records*, and disposed of in accordance with the Air Force Records Distribution Schedule (RDS) located at <https://my.af.mil/afirm/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to HQ AFPC/DPSDM using AF Form 847, *Recommendation for Change of Publication*. Major Commands (MAJCOMs) approve their base supplements if instructions are within the guidelines of the basic directive. Field activities must route all supplements and implementing guidance through HQ AFPC/DPSDM for coordination and approval prior to publishing. Failure to observe prohibitions and mandatory provisions of this instruction in paragraphs 3.4.1 and 3.4.1.1, 3.4.2, 3.4.2.1 and 3.6.1 by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Dress and personal appearance standards that are not listed as authorized in the publication are unauthorized.

CAO: Change 3 (14 Jan 14)

## **NOTICE!**

The following slides apply  
**ONLY** to US Military students





# Common Discrepancies



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- Cell phone usage (driving, texting, cases)
- Eating/drinking while walking
- Headphones
- Backpacks/Gym bags & Purses
- Hands in Pockets
- Unauthorized Uniform Items
- Hair standards
- Jewelry



We can't make this up...



You know who you are...



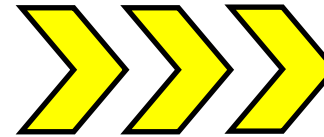




# Authorized Backpacks & Shoes



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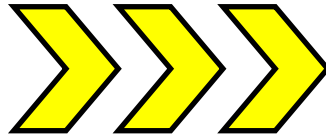
Black



Multi-Cam



**NOT  
AUTHORIZED in  
any Uniform**



Black



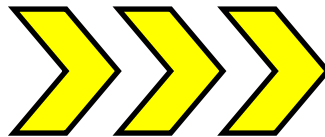
Sage



ABU



Olive Drab



**Toe Shoes are NOT AUTHORIZED.  
Athletic style shoes and socks are mandatory  
per the AFI**

**BLUF:** Conservative in nature, small logos, solid color, carried over left or both shoulders



# Gym Bags, Purses, & Laptops



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## Gym bags



**Black, or Navy Blue (Blues Only)**



**Black, Navy Blue, Sage, ABU Pattern**



## Purses



**Black  
ONLY**

Should be no larger than the dimensions of a magazine, no wider than the length of an iPhone



**Black  
ONLY**

Smaller than the dimensions of a magazine, no wider than the length of an iPhone

## Laptop/ Attaché Bags



**Black ONLY**

**BLUE:** Conservative in nature, small logos, solid color, carried in left hand, over left or both shoulders





# Accessories



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## Cell Phones & Cases

- IF clipped to uniform



Navy, Black, Silver/Gray ONLY

## Hands-Free



Not Authorized in uniform! Ear buds OK for PT only. Hands-Free OK for driving on Maxwell

## Sunglasses



Brown or Black, Gold or Silver Wire

**BLUE:** Conservative in nature, small logos, solid color, not allowed in formations (medical conditions exempt). Cell Phones NOT ALLOWED while walking except in cases of emergency.



# Jewelry



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## Rings



NO More than **Three- TOTAL!** Wedding band pairs count as one ring, no thumb rings

## Earrings



ONE set of either **Diamond, Silver, Gold,** or **white pearl.** Must be spherical & solid in color. No bigger than a pea. NOT AUTHORIZED for MALES

## Bracelets



NO wider than your finger

ONE only, and must be **silver** or **gold.** Traditional colors for POW/MIA bracelets other than silver or gold are authorized

**BLUF:** Conservative in nature, necklaces should not be visible at any time. Watches should be conservative

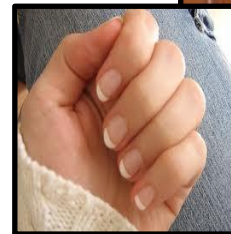


# Grooming Standards- Female



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- **Bangs**
  - Will not touch either eyebrow
- **Length**
  - Hair will end above bottom edge of collar
- **Color**
  - Highlights & frosting will be natural colors
- **Styling (Bun)**
  - Loose ends must be tucked in & secured
  - Can not exceed 3 inches in bulk
- **Fingernails**
  - Not exceed 1/4 inch (beyond fingertip)
  - No designs, Single color must match skin
  - “White” French manicure tips (*not pearl*)



**EXCEPTION:** In PTU, long hair will be secured but may have loose ends and can extend below the collar





# Grooming Standards- Male



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- **Hair**

- CANNOT exceed 1.25 inch in bulk & .25 inch at natural termination point
- Tapered appearance
- CANNOT touch eyebrows, ears, or protrude under the front band of headgear



- **Sideburns**

- Straight & even width
- Will not extend below bottom of ear opening

- **Mustaches**

- Will NOT extend beyond upper lip line or sideways beyond the corner of the mouth



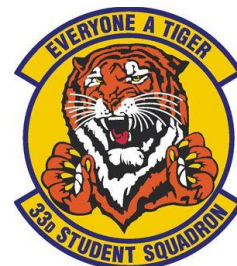
Sadly.. The last of the “Great Mustaches” in Military History



# Welcome To SOS!



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**See You on Day 1!**



***“Educate, motivate, and mentor captains as current and future air force leaders”  
- Since 1950***